



CITY OF CHATTANOOGA

2016 PURCHASING FAIR

October 20, 2016

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BREAKFAST & NETWORKING

8:30AM-8:55AM





CITY OF CHATTANOOGA 2016 PURCHASING FAIR

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Today's Agenda

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- **How to Do Business with the City of Chattanooga**
- **Supplier Resources and Information**
- **Construction and Subcontracting Tips**
- **City Departments and Current Contracts**



Introduction

Doing Business with the City

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Purchasing Division

City Hall - Ground Floor

101 E. 11th Street

Chattanooga, TN 37402

phone: **(423) 643-7230**

fax: (423) 643-7244

<http://www.chattanooga.gov/purchasing>

purchasing@chattanooga.gov

Bonnie Woodward, Purchasing Director -

woodward@chattanooga.gov

Debbie Talley, Deputy Purchasing Director -

dtalley@chattanooga.gov



Introduction

Doing Business with the City

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Purchasing Division

- **Procurement** - The Purchasing Division is responsible for procuring all supplies, equipment, materials, and services required for the City operations, as well as construction services.
 - **Purchasing is a vendor's first point of contact** - before, during and after a contract term.
 - **Purchasing Manual**
<http://www.chattanooga.gov/general-services-files/purchasing/PurchasingManual.pdf>
 - Revisions posted to Purchasing website
- **Surplus** - Purchasing is responsible for the disposal of all City surplus items. Accomplished by transfer, trade-in, scrapping or sale of the surplus asset.
 - Purchasing is also responsible for the disposal of impounded or unclaimed vehicles or merchandise being held by the City's Police Department.
 - <http://www.chattanooga.gov/purchasing/surplus-properties>
 - Sharon Lea – slea@chattanooga.gov, 423-643-7235



Purchasing/ Doing Business with the City

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• **Public Procurement**

- **Transparency and Competition**
- **Method Primarily Determined by Dollar Threshold**
 - Up to \$1,000
 - Use of Purchase Card
 - Discretion of the department, within certain limitations
 - \$1,001-\$25,000
 - Purchasing Buyer obtains three competitive quotes
 - Importance of vendor registration - awareness
 - Over \$25,000
 - Sealed bids/proposals
 - Advertised in Times Free Press and News Chronicle
 - Listed on website
- **Focus Areas**
 - Environmentally sustainable products/services



Purchasing/ Doing Business with the City

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How are awards determined? Best Value Purchasing

- Primary Considerations - Price and whether the goods or services meet specifications
- The Purchasing Division may also consider other relevant factors:
 - a. Installation costs;
 - b. Life cycle costs;
 - c. The quality and reliability of the goods and services;
 - d. The delivery terms;
 - e. Indicators of probable vendor performance under the contract, such as past vendor performance, the vendor's financial resources and ability to perform, the vendor's experience or demonstrated capability and responsibility, and the vendor's ability to provide reliable maintenance agreements and support;
 - f. The cost of any employee training associated with a purchase;
 - g. Vendor standards of responsibility;
 - i. Vendor procedural compliance and professionalism
 - h. The effect of a purchase on agency productivity; and
 - i. Other factors relevant to determining the best value for the City, in the context of a particular purchase.



Purchasing/ Doing Business with the City

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- **Blanket Contracts**

- Used to procure products or services repetitively.
- The City establishes its need of a product or service for a specified time, including the expected usage for the duration of the contract.
- **Not** a commitment to buy all requirements from vendor. Establishes competed pricing, in order to ease the cost of procurement processing.
- **View current list:**
 - <http://www.chattanooga.gov/purchasing/award-information>



Purchasing/ Doing Business with the City

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- Visit the Bids and Solicitations website:
 - Chattanooga.gov/purchasing/bidssolicitations
 - Visit this page once per week, and you will be aware of all publicly bid projects

The screenshot displays the "Chattanooga - Solicitations" page. The header includes navigation links: Government, Business, Employment, Arts, Recreation, Residents, About, Web Policies, Calendar, and Departments. The main content area is titled "Bids/Solicitations" and features a "Register My Business" button. Below this is a table of current solicitations.

| Description | Deadline | Status | ID # | Overview | Docs |
|--|----------------------|--------|---------|----------|------|
| RFQ/Downtown One-Way to Two-Way Conversion | 11/7/2016 4:00:00 PM | Open | R144287 | Talley | 1 |
| RFQ/Recycle Drain Improvements at MBWWTP | 11/3/2016 4:00:00 PM | Open | R144032 | Talley | 1 |

On the right side of the page, there is a "Purchasing" section with contact information: 101 E. 11th Street, Chattanooga, TN 37402, phone: (423) 643-7230, fax: (423) 643-7244, and email: purchasing@chattanooga.gov. It also mentions vendor assistance available each Monday from 2:00 to 4:00 in four 30-minute time slots.



Purchasing/ Doing Business with the City

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- Join the City's Vendor Registration
 - Bid and Solicitations page → 'Register My Business', or
 - VendorRegistry.com/Chattanooga
 - In order to be notified of future opportunities, and be able to fully participate, be sure to complete and regularly update:
 - All identification fields; and
 - Applicable fields must reconcile with IRS Form W-9
 - All applicable product & service categories
- Presentation of Products or Services - 'Vendor Assistance'
 - <http://www.chattanooga.gov/purchasing/>
 - Make an appointment



Purchasing/ Doing Business with the City

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- Vendor Assistance
 - Procedural assistance is available to vendors by appointment, each Monday from 2:00 - 4:00 pm
 - View and Review current contracts or bid response examples
 - Receive answers to common questions
 - Cannot make copies or take pictures of documents*
 - To make an appointment
 - <http://www.chattanooga.gov/purchasing/>
- Bree White, bwhite@chattanooga.gov, 423-643-7234
- Copies of Documents*
 - **Must request through City of Chattanooga - Tennessee Open Records Request process**
 - <http://www.chattanooga.gov/attorney-office>



Purchasing/ Doing Business with the City

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- **Keys to Successful Participation:**
 - **Maintain continuous contact with Purchasing Division**
 - **Purchasing is a Vendor's first point of contact with the City of Chattanooga**
 - **Keep business registration information current and complete**
 - **Increase understanding of the contracting process**
 - **Submit responses completely and on time**
 - **Seek out subcontracting opportunities with larger companies**
 - **Focus your efforts on areas of improvement, and keep trying!**



Office of Multicultural Affairs

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The Office of Multicultural Affairs handles the Supplier Diversity efforts of City Government

- Our focus is on small, local, women, minority, and service disabled veteran owned business owners
 - We spend the majority of our time on Outreach and Education
 - We also staff the Mayor's Minority Business Council
 - Working on a web based portal to all business development and entrepreneurial services in Chattanooga
 - Developing a coaching model for minority business owners
- New Developments
 - Minority Business Survey
 - Kiva
 - Internal Certification
 - Social Media and Tech Training
- Serve as a resource for DBEs who want to connect to public and private sector opportunities



Construction

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- Bids and Solicitations Webpage
- Plans
 - **To Obtain a Copy**
 - Deposits - Fee Listed in Solicitation
 - Must be paid prior to Plan pickup - City Treasury (City Hall)
 - Please call or email prior to pick-up, to assure packet is ready
 - **Plan Review** - Schedule an appointment
 - Cameras and other recording or duplication devices are not allowed
- Debbie Talley
 - dtalley@chattanooga.gov; 423-643-7239



Construction

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- What is required for a construction project?
 - License
 - Contractor ensure subcontractors are licensed
 - Bonding
 - Bid, Performance, and Payment
 - Insurance
 - Types and thresholds
 - Workers' Compensation
 - General Liability
 - Automobile Liability
- Pre-construction meeting



Construction

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- **Example Project**

- ST. Elmo drainage project - Public Works

- **Upcoming Construction Projects**

- Consent Decree Projects:
 - Detritors-December 2016
 - South Chickamauga 5-January 2017
- Non-Consent Decree Projects:
 - CPD RTIC Renovation-November 2016
 - Avondale Youth & Family Development Center Demo-February 2017
 - Avondale Youth & Family Development Center New Construction-May 2017
- Other Projects:
 - Grading & Drainage Project-November 2016
 - Library Environmental Remediation Work-November 2016
 - Anderson Avenue-December 2016
 - Miller Park Improvements-December 2016
 - Fire Station #5 Highland Park-December 2016
 - West 12th Street YFD Center Roof Replacement-January 2017



Construction

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- Agawela Stream Restoration:

Before



After





Subcontracting

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- How to Connect with General Contractors
 - Become familiar with contractors in your field
 - Network - Be visible
 - Listen, ask questions, and learn what others need
 - Stay in regular communication
 - Ask for referrals
 - Join organizations in your field
 - Document successful projects
 - Continuously build your business practices



Construction/Subcontracting

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- Tips
 - Watch our website for listing of construction projects
 - **Subcontractors:** Plan holders list is posted under each project
 - Review plans free of charge at:
 - AGC (American General Contractors Association) or
 - City Purchasing Division (appointment)
 - Connect with General Contractors
- Questions?



Break



Public Works

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- Mission: To preserve and enhance the quality of the physical environment and infrastructure through prompt, cost effective, and courteous delivery of services which protect the health, safety, and welfare of citizens.
- **Buyer Contacts:**
 - Dedra Partridge - dpartridge@chattanooga.gov, 423-643-7237
 - Debbie Talley - dtalley@chattanooga.gov - 423-643-7239 (Construction)



Public Works

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- **Solid Waste & Recycling** - Responsible for garbage collection, recycle collection, brush collection, bagged yard waste collection, leaf collection, and bulky trash collection.
- **Parks** - Responsible for operations, maintenance, and programming in City Parks.
- **GIS and Engineering** - Responsible for engineering planning, design, construction management, inspection services, and stormwater infrastructure.
- **Water Quality Program** - Manages surface water quality within the City of Chattanooga. This includes both stormwater and all pollution that can enter our streams.
- **Street Maintenance** - Construction and maintenance of roads, snow and ice removal, pothole maintenance, right-of-way mowing, street sweeping, litter collection, and management of the urban tree canopy.
- **Wastewater** - Responsible for Wastewater Collection and Treatment System.



Public Works

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- **Blanket Contract Opportunities:**
 - Sidewalk Light Poles: February 2017
 - Topsoil: April 2017
 - Mulch for Playgrounds: April 2017
 - Security Guard Services: June 2017
 - Household Hazard Waste Disposal Services: August 2017
- **Other Areas of Contracting:**
 - Stump Grinding
 - Grounds Maintenance for City Properties
 - Recycling of Fluorescent Bulbs
 - Pothole Patch Materials
 - Flasher & Barricade Rental



Transportation

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- The Chattanooga Department of Transportation (CDOT) aims to make efficient transportation viable for all commuters – cyclists, pedestrians, transit users and motorists while enhancing multi-use public spaces for all people.
- The Department oversees the construction of all transportation infrastructure, including streets, sidewalks, bike facilities, shared-use pathways, bridges, traffic control signals and signage, traffic striping and other elements.
- We are the city's liaison to CARTA, the Transportation Planning Organization, the Chattanooga Airport, and others pivotal to the success of a comprehensive transportation system.



Transportation

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Divisions:

Transportation Design and Engineering

Capital planning, coordination with the Transportation Planning Organization, collaboration with TDOT, design, engineering, and construction management.

Traffic Engineering

Determine needs for improvements to traffic control systems. Design modification to and installation of new traffic signals, traffic signs, street lights, guardrails, speed humps, and other traffic management devices. Review plans for traffic engineering standards

Traffic Operations

Traffic Operations installs and maintains traffic signs, traffic signals, and pavement markings. Responds to emergencies.



Transportation

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- **Contracts**

- Concrete Requirements Contract,
- Gunbarrel Rd. Widening,
- Street Paving,
- CDBG Sidewalks

- **Upcoming Construction Contract Opportunities:**

- SRTS (Safe Routes to School) Sidewalks Lakeside
- Riverwalk 4 Extension to St. Elmo
- TIP Paving Bailey Avenue
- CMAQ Protected Bike Lanes
- S. Chickamauga Creek Greenway-Caine Lane Connector

- **Buyer Contacts:**

- Dedra Partridge - dpartridge@chattanooga.gov, 423-643-7237
- Debbie Talley - dtalley@chattanooga.gov - 423-643-7239
(Construction)



General Services

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- Mission: General Services provides support to other City of Chattanooga departments and agencies in the areas of Building Maintenance, Real Property Management, Mobile Communications and Fleet Services.
- **Buyer Contact:** Mark McKeel - mmckeel@chattanooga.gov, 643-7236



General Services

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- **Acquire property for commercial projects**
- **Sells surplus real property**
- **Lease land or buildings**
- **Maintains City owned back-tax properties**
- **Keeps all of the City real estate records**
- **Plan and implementation of the Tennessee Valley Regional Communication System**
- **Acquire and maintain the City of Chattanooga's vehicles for the City of Chattanooga**
- **Support**
 - **Public Golf Courses**
 - **Chattanooga Zoo**



General Services

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- **Blanket Contract Opportunities:**
 - Fasteners & Hardware (Nuts, Bolts, Washers): November 2016
 - Truck/Trailer Accessories & Trailer Maintenance: November 2016
 - Industrial Gases & Welding Supplies: January 2017
 - Vehicle Oils, Lubricants & Fluids: January 2017
 - Plumbing Services: April 2017
 - Printing Services: July 2017
 - Generator Maintenance & Repair: July 2017



Fire

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- **Mission:** The Chattanooga Fire Department is dedicated to protecting life, property, and community resources through prevention, preparation, response, and mitigation.
- **Buyer Contact:** Dedra Partridge - dpartridge@chattanooga.gov, 423-643-7237



Fire

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Divisions

- **Fire Suppression and Emergency Operations**
- **Tactical Services**
- **Fire Prevention Bureau**
- **Fire Administration**
- **Fire Logistics**
- **Fire Training**



Fire

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- **Blanket Contract Opportunities:**
 - Janitorial Services: January 2017
 - Weekly Laundry Service (Bath & Hand Towels): August 2017
- **Other Areas of Contracting:**
 - Firefighter Protective Equipment
 - Firefighter Station & Dress Uniforms
 - Contract areas may involve specialized products or services



Police

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- Mission: To keep you, your family, and our community safe.
- The police department responds 24 hours a day, seven days a week, to any requests for police service.
 - Neighborhood Policing Bureau answers all calls for help
 - Victim's Service Office - create a network of care and support for victims of violence
- **Buyer Contact:** William Tucker – wtucker@chattanooga.gov, 423-643-7238



Police

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- **Blanket Contract Opportunities:**
 - Janitorial Services: March 2017
 - Police Ammunition: May 2017
- **Other Areas of Contracting:**
 - Police Leather Goods
 - Dog Food (K9s)
 - Ballistic Body Armor
 - Police Uniforms (Officers, Technicians, Academy, School Patrol)
 - Contract areas may involve specialized products or services



Break



General Government

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- **Chattanooga Public Library:**

- The community's catalyst for lifetime learning. We have four locations offering citizens access to books, media, interactive programming, electronic resources, and emerging technologies. Main branch is used as an access point for a variety of services including passports, notary, space for civil discourse, and information hub with coffee service.
- **Buyer Contact:** Geoffrey Hipp – ghipp@chattanooga.gov, 423-643-7233
- **Blanket Contract Opportunities:**
 - Janitorial Services: January 2017
 - Coffee Bar Supplies: March 2017
 - Capital Projects: Lighting, HVAC, Main Branch Asbestos Removal
 - RFP for Library Materials - Print Materials



General Government

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- **Chattanooga Public Library:**
 - Other Areas of Opportunity for Procurement:
 - Supplies for cleaning and maintenance projects (bleach, detergent, paper towels, small hand tools, etc.)
 - Technology Needs - computers, printers, copiers, scanners, vinyl laser cutters, 3-D printers, gaming equipment, and audio/visual equipment
 - Programming Needs - such as notary books, sewing machines and fabric for the Sewing Lab, food and cooking utensils for the Food Literacy Program, bubbles, yoga mats, and musical instruments for Children's and Tween/Teen programs



General Government

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- Department of Finance and Administration
 - Responsible for managing all the fiscal affairs; Financial and management information, control, and guidance; Accounting, administrative services and financial reporting, investments, debt management, tax and other revenue collections.
 - Development of processes and procedures to ensure compliance with applicable federal, state and local laws and ordinances.
 - **Buyer Contact:** Deidre Moore-Keylon, 423-643-7231; dmkeylon@chattanooga.gov
 - Blanket Contract Opportunities:
 - Arbitrage Services: June 2017
 - Microimage Equipment Maintenance: June 2017
 - Public Employee Performance Bond: July 2017
 - Other Areas of Opportunity for Procurement: External Auditing, Banking Services, Court Translation, Financial Advisory Services



General Government

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- **Human Resources:**

- Human Resources provides leadership, collaboration, and support services to departments in the selection, training, development, compensation, and wellbeing of all employees.
- **Buyer Contact:** Geoffrey Hipp – ghipp@chattanooga.gov, 423-643-7233
- Blanket Contract Opportunities:
 - Health Insurance: June 2017
 - Temporary Employment Services: October 2018



General Government

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- Office of the City Attorney
 - **Buyer Contact:** Deidre Moore-Keylon, 423-643-7231; dmkeylon@chattanooga.gov
 - Potential Contract Opportunities:
 - Professional Services
 - Records Management Services
- Other Divisions
 - City Court
 - City Council
 - Internal Audit



Economic & Community Development

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- The Department of Economic and Community Development consists of six Divisions, promoting the economic and community development of Chattanooga.
 - Community Development
 - Land Development Office
 - Neighborhood Services
 - Outdoor Chattanooga
 - Public Art
 - Regional Planning Agency
- **Buyer Contact:** Deidre Moore-Keylon, 423-643-7231
dmkeylon@chattanooga.gov



Economic & Community Development

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- **Blanket Contract Opportunities:**
 - Demolition Services: June 2018
 - Transportation Consulting Services: December 2018
- **Other Areas of Contracting:**
 - Abatement Services (Overgrowth, Litter, & Structure Boarding)



Information Technology

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- Mission: To serve as the catalyst for technological change and innovation through shared and integrated information systems.
- **Buyer Contact:** Sharon Lea – slea@chattanooga.gov, 423-643-7235



Information Technology

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- Divisions
 - **IT Administration**
 - **IT Applications Division** - responsible for systems and software engineering, including web development.
 - **IT Operations Division** - Systems deployment & maintenance (hardware), network engineering & infrastructure, and the Help Desk are all part of this division's responsibilities.
 - **IT Project Management Office** - The PMO is run by the Deputy CIO. The PMO manages the IT project portfolio, provides general project management for the department, and technology related business analysis for the City.
 - **IT Security Division** - This division provides city-wide information assurance, firewall management, disaster recovery planning, and a variety of IT security related duties.



Information Technology

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Other Areas of Contracting:

- City Website Hosting
- Network Support Services
- Technology Products, Services, & Solutions
- Structured Cabling Services
- Data Center / Managed Services



Youth & Family Development

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- **Mission:** The mission of the Department of Youth and Family Development is to provide services in the following areas, to create smarter students and stronger families.
- **Divisions:**
 - Education
 - Recreation
 - Career Development
 - Leadership
 - Social Services/Head Start
- **Buyer Contact:** William Tucker – wtucker@chattanooga.gov, 423-643-7238



Youth & Family Development

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- **Blanket Contract Opportunities:**
 - Lawn Care Service: October 2016
 - Food & Kitchen Supplies: June 2017
- **Other Areas of Contracting:**
 - Fresh Produce
 - Bread & Bakery Products
 - Dairy Products
 - Baby Disposable Diapers & Wipes



Takeaways

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- Register with us!
 - VendorRegister.com/Chattanooga
- Contact Purchasing with questions about a project or the bidding process
- Get connected with General Contractors or larger companies for subcontracting opportunities
- Ensure bid documents are complete and on time
- Keep trying!

THANK YOU FOR COMING!